

ROGER WILLIAMS UNIVERSITY
Department of Environmental Health and Safety

Golf Cart Safety Procedures

POLICY: Establishes the acceptable use of Golf Carts on University property.

APPLICABILITY: All faculty, staff, students, guests and conference attendees

To protect the health, safety and welfare of the University community, the following rules and regulations apply to any individual who operates a golf cart on the University campus. These Procedures apply to all non-registered motorized vehicles on campus, including, John Deere Gators, Kubota's, etc.

* Operators of golf carts must possess a valid driver's license and must sign for receipt of a copy of this policy prior to operating a golf cart. Only personnel with specific permission may operate golf carts. Golf carts are not to be operated, for any reason, by minors (under 18), dependents of authorized operators, persons not affiliated with the University, or persons not possessing a valid driver's license. The only students permitted to operate golf cars are student employees with supervisor permission. Golf carts should only be utilized by student employees in performance of their employment-related duties. Guests and/or conference attendees may be permitted, on a case by case basis, to operate golf carts based upon a determination by the Department of Environmental Health and Safety. Employees shall immediately notify their supervisor if their driver's license is revoked or suspended.

* Before operating a golf cart, operators should check for proper tire condition and inflation. Brakes should be checked for proper operation. The operator will check for indication of battery fluid leaks (such as wet spots under the unit). If the golf cart is in need of repair or maintenance, it should not be driven and deficiencies should be reported to Facilities Management immediately.

* Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways are not available, and then only to the nearest adjacent street. No golf cart shall be parked on a sidewalk so as to block or restrict pedestrian traffic. Golf carts are not to be driven or parked on landscaped lawns, athletic fields or natural covered areas where campus roadways or sidewalks are available. Blocking entrances to buildings, stairways, handicap ramps or main thoroughfares is prohibited. In areas where going against traffic is unavoidable, such as the area near Willow Hall, where golf carts must turn around to avoid going on to a main road, operators should use caution.

* Vehicles shall not be operated at more than 10 miles per hour. Speed should be reduced to compensate for inclines, turns, pedestrians, and weather conditions.

* Vehicles shall not be operated in a manner that may endanger passengers or other individuals or damage University property. All vehicles must travel in the direction of the flow of traffic and must obey all campus traffic regulations and signs. Golf carts should not attempt to pass other motor vehicles, including other moving golf carts. Operators shall stop golf carts at blind intersections and use caution before proceeding. Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.

* Operators and passengers may not drink alcoholic beverages before they enter a golf cart or while in the cart.

* Operators of golf carts must give pedestrians the right-of-way. Operators should maintain adequate distance between vehicles and pedestrians. If the golf cart is operating on the sidewalk, the operator will either pull off the sidewalk to pass the pedestrian or stop the unit when approaching the pedestrian until the pedestrian has passed.

* Golf carts shall be operated within the confines of the University premises only.

* Occupancy shall not exceed the passenger limit and load capacity designated by the vehicle manufacturer. Under no circumstances is anyone permitted to ride standing in or on the back of a golf cart. Any and all modifications to a golf cart must be approved and performed by Facilities Management.

* Golf cart occupants must keep heads, hands, legs and feet within the cab of the golf cart at all times while the cart is in motion. Use of seat belts is recommended, if available.

* Operators may not wear headphones or headsets while operating golf carts.

* Operators are required to take golf cart ignition keys and set the brake when leaving the cart. Golf cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.

* All golf cart operators are required to view in its entirety the RWU Golf Cart Safety Training Video (contact the Department of Health and Safety at extension 3189 or 3494).

* Failure by operators to follow the University Golf Cart Policy may result in corrective and/or disciplinary action or be the cause for removal of vehicles from use for the duration of an event or conference.

* Operators are required to immediately report any and all accidents to their direct supervisors who will assist in completion of an RWU Accident Report and to the University Department of Health and Safety.

* Supervisors shall ensure that every employee within their department who is authorized to operate golf carts is appropriately advised of all the requirements of the University Policy and these procedures. Supervisors shall obtain a statement signed by each employee who has been authorized to operate golf carts, attesting to their knowledge and understanding of the University Golf Cart Safety Policy and Procedures and attesting that they have viewed the RWU Golf Cart Safety Training Video. Statements will be forwarded to the Department of Environmental Health and Safety for record keeping.

I have read and understand the above policy and have viewed the RWU Golf Cart Safety Training Video:

Signature, Print Name, Date